

COLLIN COUNTY
PERSONNEL ACTION FORM

NAME: BOURLAND SCOTT CEDRIC			DATE: 3-21-89
LAST FIRST MIDDLE			DEPARTMENT: YOUTH PARK
SOCIAL SEC. NO.: 466-75-5334			

EMPLOYMENT	Employment Date: 10-3-88	Job Title: Maintenance Worker (Perm.Part-Time)		SALARY: \$4.00 p/h
	Previously Employed:	Orginal Employment Date:	Separation Date:	Supervisor:
ELIGIBILITY DATES: (For Office Use Only)		Vacation Days:	Sick Leave:	Insurance: (Medical) Self Dependents

Salary and/or title change	Current Job Title: Maintenance Worker (Perm.Part-Time)	Current Salary: \$4.00 p/h	Range	Step
	New Job Title: Same	New Salary: \$5.00 p/h	Range	Step
Reason: <input type="checkbox"/> Satisfactory Performance <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Exceptional Merit				

TRANSFER	FROM:	TO:	SICK LEAVE	Dates of Sick Leave:
	FROM:	TO:		Previous Days Sick Leave Taken This Year:
LEAVE OF ABSENCE <i>Give Reason</i>	DATE:	<input type="checkbox"/> Ins. Notified		Was Doctor's Statement Furnished? <input type="checkbox"/> Yes <input type="checkbox"/> No
RETURN				

VACATION	Date Requested - From:		To:	Total Work Days Away	Previous Days Taken This Year
	Employment Date		Last Day Worked	Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain	
SEPARATION	Vac. Pay No. Hrs.	Amt. Paid	Comp. Pay No. Hrs.	Amt. Paid	

☐ Voluntary Retirement

☐ Mandatory Retirement. Co. Policy

☐ Death

☐ Illness or Injury

☐ Leaving Area

☐ Accept Other Job

☐ Dissatisfied

☐ Return To School

☐ Family Problems

☐ Resignation For Other Reasons

☐ Reduction In Force

☐ Habitually Absent or Tardy

☐ Unreported Absence

☐ Leaving Work Without Permission

☐ Insubordination

☐ Reporting Under Influence of Alcohol

☐ Drinking On Duty

☐ Destruction or Removal Of Co. Property

☐ Falsification of County Records

☐ Misconduct

☐ Other (Explain in comments)



How Many Days Advance Notice Given?

COMMENTS:

Dated this 27th day of March, 19 89

EFFECTIVE DATE: 4-1-89


COUNTY JUDGE

DATE	EMPLOYEE (IF APPLICABLE)
3/21/89	
DATE	DEPARTMENT HEAD
	
DATE	PERSONNEL DIRECTOR